

Board of Health Minutes
Tuesday, February 7, 2012 at 7:00PM
Yadkin County Human Resources Building
Commissioners' Conference Room

Board of Health Members present: Dr. Lynn Allred, Veterinarian; Dr. Alexander Snyder, Physician; Anne Watkins, Citizen; Ronnie Swaim, Pharmacist; Anna Hamby, Chairperson/Citizen; Dr. Edward Geisel, Dentist; Gail Hinson, Citizen and Frank Zachary, County Commissioner

Staff present: Trish Belton, Administrative Officer/Clerical Supervisor; Martha Powell, Nursing Supervisor; Monecia Thomas, Director; Joan Wagoner, WIC/Nutrition Supervisor; and Chuck Wood, Environmental Health Supervisor

TOPIC:

Call to Order

Anna Hamby, Chairperson, called the meeting to order.

Agenda

Anna Hamby, Chairperson, asked for any adjustments to the agenda. Dr. Snyder made a motion to approve the Agenda, seconded by Commissioner Zachary. The motion carried.

Public Comments-None

New Business

Yadkin County Health Department Discussion (Training) and Approval of the 2012 – 2013 YCHD Budget

Monecia Thomas, Director, discussed the purpose of the meeting. The Board of Health serves as the policy-making, rule-making and adjudicatory body for the local health department and the body should support and approve the 2012-2013 budget. The Board of Health should be knowledgeable about and involved in the budget process for the health department and should recognize that it has a role in the financial health of the agency and in the efficient use of funds. It was noted that the budget can be changed and must be approved by the county commissioners, but the involvement in the deliberation and approval of the budget by the Board of Health must be the first step.

The meeting will include a budget training session and an overview of the proposed budget.

The Yadkin County Health Department was asked to prepare a 'hold' budget, which means that the proposed budget should be equal to the current budget – 2.5 million dollars.

Trish Belton, Administrative Officer, reviewed the powerpoint which included the following:

A Description of all items that are to be submitted with the budget

- Revenue Projection Form
- Fringe Benefits Worksheet

- Cell Phone Control Form
- Vehicle Control Form
 - The Vehicle form originally included a request for a new vehicle, but the YCHD chose to cut it from the proposed budget. It was mentioned that next year, a new vehicle would probably be needed. The 1995 Ford Ranger is very old and the 2000 Ford Ranger has had valve work recently.
- Operating Expenditures
- Contracts and Other Binding Agreements
- Capital Outlay Request
- Fee Schedule
- New Position/Reclassification Request
- IT Request
- Organizational Chart
 - It was noted that the Vacant Health Educator position has been filled and there is no longer a vacant Environmental Health Specialist.
- Miscellaneous Items Request (2013-2018)

Ms. Belton reviewed the types of funding for the YCHD (Federal, State, Fees, Grants and County funding) and she gave examples of each. She discussed the Consolidated Agreement with the Division of Public Health and how the agreement includes the responsibilities of the local health department, the funding requirements and personnel, etc.

Dr. Snyder asked a question about the completion of school physicals and the potential need for EKGs and EEGs. Martha Powell explained that the YCHD currently completes specific forms for the Yadkin County School System.

As Ms. Belton review the budget, she highlighted several items. A few items to note are:

- HealthCare Access funds are now a part of Administration
- The potential to purchase Accreditation needed materials (curtains, locked medical record cabinets, etc.) this fiscal year
- The increase in Administrative travel which includes the Health Director, the Administrative Officer and the Nursing Supervisor
- Funding for furniture for new staff and lobby chairs
- All salaries were increased by 2% per the guidelines from the county
- Change in immunization vaccines and VFC eligibility (Vaccines for Children)
- No Medicaid Cost Settlement for lab work
- Northwest Community Care Network is all grant funded (no county or state funds)
- Preparedness is all state funds – mainly used for salary, supplies, phone, travel
- Tuberculosis – all state funds
- Breast and Cervical Cancer Control Program – some state funds
- Child Health – Child Fatality funds – state funds; some funding for eyeglasses for school children

- Maternal Health – small amount of funding for transportation
- Last year, a lump sum of \$100,000 was provided for the CSC and MCC programs (which are now CC4C- Care Coordination for Children and PCM- Pregnancy Care Management)
- Family Planning – Medicaid Cost Settlement decreased from \$93,146 to \$49,270.
- WIC Administration and WIC Nutrition – little county funds in the WIC program
- WIC Breastfeeding and WIC Breastfeeding Peer Counselor – changes made to indicate allotted time in each program
- Environmental Health – A Program Specialist will retire this year, additional funds needed for training for the new hire
- Dental Health – only one dental assistant, instead of two (less revenue)
- Healthy Carolinians – state funding cut

Questions were asked from the Board of Health members about several aspects of the 2012-2013 Budget, including:

- WIC funds regarding federal funds and not local funds
- Training funds for WIC staff and Nutritionists (continuing education)
- The opening of the Dental Clinic (December 2008)
- Dentist salary is a part of the Dental Contract Services
- Other contract services include the copier, etc.
- Possibility of working with student dentists
- Should the contract dentist own the equipment used at the dental clinic
- Grants – Komen and Northwest Community Care (Care Coordination for Children – CC4C and Pregnancy Care Management - PCM)
- Last year, the YCHD received an additional \$100,000; this year, that funding is not expected, so the county may be asked to contribute an additional \$196,000

Ms. Belton concluded with the estimated revenue per each category (State, Medicaid, Fees, Grants, Other Insurance, and the County). It was noted that these numbers may change slightly and if so, the Board will be notified.

The schedule for the proposed budget is:

02 14 12 – the budget will be submitted to the county manager

Between April 2- 17, the county manager will meet with each department head

June 1 – the delivery of the county manager’s recommended budget to the county commissioners

June 4 – Public Hearing

June 18 – Adoption of Budget

Dr. Geisel made a motion to approve the 2012-2013 YCHD Budget, seconded by Anne Watkins. The motion carried.

Discussion and Approval of Fee Changes

Ms. Belton reviewed the new proposed Clinic Fees and the reason for the change, highlighting the Medicaid Cost Settlement and the need to set the fees at cost. The proposed fees change from the Medicaid rate plus 20% to the actual cost of the procedure. An abbreviated list of the clinic fees was shown to illustrate the changes. The list included an example of the type of service, the YCHD charge, the YCHD cost per unit, the regional average and the statewide average. Martha Powell and Trish Belton could not recall when the last fee changes were completed. There were questions about if the fees are increased, will the health department collect more considering many clients are on a sliding fee scale and the use of the Debt Set-off process.

Anne Watkins made a motion to approve the revised Clinic Fees; seconded by Frank Zachary. The motion carried.

Ms. Belton then reviewed the new proposed Environmental Health Fees. The proposed fee changes impact several different areas of Environmental Health. A list of the environmental health fees was shown to illustrate the changes. The list included fee categories, the current fees for 5 regional counties, an average of the 5 counties and the Yadkin County fee. The Environmental Health fees have not changed since 2007. There were questions about annual pool checks and permitted tattoo facilities in the county.

Anne Watkins made a motion to approve the revised Environmental Health Fees; seconded by Dr. Allred. The motion carried.

Get Alarmed, North Carolina! Grant

The maximum amount of funding for the grant was increased to \$29,000. The YCHD revised the submitted application and increased the requested amount to \$24,100. The revised grant was reviewed indicating additional funds for marketing and staff time.

Anne Watkins made a motion to support the grant; seconded by Dr. Snyder. The motion carried.

Consent Agenda

Budget Amendments: Family Planning and Infection Control

Budget Amendments were submitted for an additional \$538.00 for Infection Prevention use and for \$7,075 for the purchase of Family Planning materials.

Frank Zachary made a motion; seconded by Anne Watkins. The motion carried.

A motion to adjourn was made by Dr. Snyder, seconded by Dr. Allred. The motion carried.

Board of Health Training: Tuesday, February 21, 2012 at 7PM.

The next Board of Health meeting is Tuesday, March 20 at 7:00PM in the Commissioners Conference Room.

Respectfully Submitted by:

Monecia Thomas
Health Director and Secretary to the Board

PB/mt